

25th Annual Herb Festival Vendor Participation Guidelines

Sponsored by the *Women's Resource Center in Alamance County* (WRC)

411-B West Fifth Street, Burlington, NC 27215

Phone (336) 227-6900 – Fax (336) 227-6993 info@wrcac.org; www.wrcac.org

Festival Dates/Times and Location

Dates: Thursday, April 13th, Friday, April 14th, & Saturday, April 15th, 2023
Times: Thursday, 5:30 p.m. – 7:30 p.m./ Friday, 8:30 a.m. – 7:00 p.m./ Saturday, 8:30 a.m. – 1:00 p.m.
Location: First Presbyterian Church, 508 West Davis Street, Burlington, NC 27215

Set Up Hours/ Doors Open for Vendors / Breakdown Time

Thursday: 2:00 p.m. – 5:00 p.m. Set up
(Set up must be complete by 5:00 p.m. Thursday the 13th. Sneak Peek Kickoff Sale starts at 5:30 p.m.)
Friday: 7:30 a.m. Doors open to vendors – 8:30 a.m. Doors open to customers
Saturday: 7:30 a.m. Doors open to vendors – 8:30 a.m. Doors open to customers
2:00 p.m. Breakdown and clean up must be completed by this time.
Note: *Vendor booths must be open for business Thursday, Friday, and Saturday*

Application Process and Cost

Cost: \$100/\$125 payable to Women's Resource Center in Alamance County. Upon notice of your acceptance you will receive an online payment link.
Deadline: Applications are due by Thursday, March 9, 2023.
Acceptance: The Women's Resource Center Selection Committee approves all vendor applications. Selections will be based on Committee's decision and booth space availability.
Refunds: Refunds will only be made if the entire festival event is cancelled.

Eligibility/Product Types Allowed

The Herb Festival is open to vendors selling products such as aromatherapy, artwork, baskets, bath items, books, candles, cooking items, crafts, jewelry, gardening items, home furnishings, stained glass, antiques, yard art or wearable art. Other items may be considered but will require special approval.

The Women's Resource Center in Alamance County will be the sole vendor for live plants.

Provisions

Provided: Two booth sizes are available at approximate sizes of 10x10 at a cost of \$125, or 6x9 at a cost of \$100.
(Please specify if electricity is needed and we will provide as available.)
One chair will be provided. Parking available on site.
Only one vendor will be allowed in booth after set-up.

Not Provided: Vendors are asked to bring their own tables and display equipment.

Plant Purchases: We encourage you to shop and take advantage of our unique and broad selection of herbs and plants available. **Please pay for plants as they are chosen.** The WRC will provide you with a receipt.

Note: *Please be careful during set up to avoid scratching the floor or marking the walls. No nails or tape will be allowed on the walls.*

Waiting List:

The WRC Selection Committee will determine alternate vendors to be selected if space becomes available.